**Course Outline**  
**ESL Reading and Writing Skills - Level 3**  
**ESL 183RW-01-060285**  
**Time: Tues. & Thurs. 8:00am- 11:00am**   
**Dates: August 26 – December 12, 2014**  
**Location: Ohlone Campus – HH-207**

**Instructor: Martha Kehl**  
**E-mail:**[**MKehl@ohlone.edu**](mailto:MKehl@ohlone.edu)   
**Office Phone: 936-0335 (Please make sure to leave your phone number in the message.)**  
**Office hours: Before or after class - by appointment**. J*ust ask me.*  
**IMPORTANT: ALL YOUR CLASS INFORMATION IS HERE:**  [**http://Ohlone183RW.wikispaces.com/**](http://Ohlone183RW.wikispaces.com/)  
  
  
**Course Goal:** To help you build upon the English reading, writing, and grammar skills you acquired in ESL 182RW or your previous study of English and to prepare you for the increasingly sophisticated level of academic writing which you will encounter in 184RW.   
  
**Specific Goals:**  
This course emphasizes academic English skills that are necessary for higher levels of college study. You already have a good understanding of English grammar and skills in reading and writing. We will discuss how words are used and clarify grammar points to increase fluency and accuracy. You will have a solid review of the English verb system.  
  
**183 Reading and Writing: Student Learning Outcomes (SLOs): Students will be able to…**

1. Read and analyze a variety of texts appropriate for students at this level of English proficiency.
2. Summarize, respond to, and analyze assigned reading materials in comprehensible written English.
3. Write a coherent and organized paragraph/short essay of 200 words or more, in class, based on reading material and/or topics appropriate for students at this level of English proficiency.
4. Use grammar covered in 181RW and 182RW with increased accuracy and fluency.

You will also be able to:   
--express yourself more clearly and effectively in writing multiple-draft paragraphs and short essays

--engage in peer review to improve your editing skills

--create and present Google Documents and Presentations and use other on-line writing tools

--work with a group to present a grammar concept and its on-line resources to the class

--actively engage in daily class discussions.

**Required Books:** (Available in the Ohlone College Bookstore or on-line)  
**1. Longman Academic Reading Series 3 Fourth Edition**, by Judy L. Miller   
ISBN:978-0-13-276059-2  
**2. Longman Academic Writing Series 3 Fourth Edition**, by Alice Oshima  
ISBN: 978-0-13-291566-9  
 **Other required materials:**  
**--** 16 page **Exam Book** 11X8 1/2 (Large size) These are called also "Green Books". They can be purchased in the vending machines on the 1st floor of the Newark Center or at the Ohlone Bookstore. 

--1-inch binder with a lot of lined paper for daily in-class writing

-- Expandable report folder for your Writing Portfolio

-- Paper English Dictionary for in-class writing

* I recommend Cambridge Advanced Learner's Dictionary of English - with CD or the Longman Advanced American Dictionary **I do not recommend pocket electronic dictionaries for this or any English class beyond this level.**

**Attendance Policy:** **Daily class participation is necessary to pass this class**. Plan on arriving to class early so you will be ready to start at 8:00am. Give yourself extra time to park your car. Quizzes on your reading, unit tests and in-class writing will often take place in first few minutes of class. If you are late, you will miss these quizzes. There will be an in-class assignment, test or activity that will be graded in almost every class session, so you don't want to miss any classes or your grade will drop dramatically and you may not pass the class. Do not plan to take a vacation during class time. If you are absent during the first two weeks of class, you must notify me immediately, or you may be dropped from the class.  I will keep track of your attendance and participation.  
  
  
**Homework:**  Because this is a 5-unit college class, you should expect to spend 8-10 hours each week on homework.  **ALL LATE WORK WILL LOSE 20% automatically. Homework may ONLY be turned in one class day late. After that I will not accept it. Keep up with your work!** You are responsible for doing *ALL* homework even if you were absent when it was assigned. Therefore, ***if you are sick or absent for any reason***, you should do the following things:   
--Find out the new homework that was given in class and do it as soon as possible. You can go online to [**http://Ohlone183RW.wikispaces.com/**](http://Ohlone183RW.wikispaces.com/)

--If you are sick, you may e-mail me any homework that is due **that day** in a Microsoft Word attachment or Google Doc. Send it to [mkehl@ohlone.edu](mailto:mkehl@ohlone.edu)

**Grading: .**

25% In-class reading and writing activities and tests **--There are NO make-ups for in-class tests activities or assignments.**

25% Writing Portfolio :This is a collection of all multiple-draft paragraphs and essays written over the course of the semester, which I will grade as you complete them. You will keep all of your writing in your portfolio and then in the last weeks of class, you will revise your best work and turn in the portfolio for an additional grade.

10% Other Homework Assignments

20% Mid-Term Grammar Presentation – Due October 27 – Send to mkehl@ohlone.edu

20% Final exam

**Tests:** You may not make up tests or in-class writing assignments but you may drop your lowest in-class writing score at the end of the semester. **The final exam is Tuesday, December 9, 7am-9am . This is the last day of class, and you must be present** on this day.  **Please note, this is an hour earlier than our usual class time.**

**Traditional grading:**  
**90-100% = A excellent**  
**80-89% = B good / above average**  
**70-79% = C passing / average**  
**69 or below = not passing**  
  
You must have a passing average of 70% or above, **not only for your overall grade, but also on your in-class writing, portfolio and other homework and tests** in order to advance to 184RW.   
  
  
**CHEATING: If you copy someone else's words for any writing assignment or test,** **you are cheating, and you will get** **no credit** on the assignment or test. You may fail the class as a result. On a test, you also must not use any notes or other materials without my permission. 

**\*Plagiarism is using someone else’s words or ideas (without giving them credit), and it is wrong, whether the source is a book, a website, a paper, or anything else. If you copy or plagiarize anything, you will get no credit for the assignment, and I will also write a report about your actions to the college.**

The only way you can use someone else’s words is to put quotes ("….") around those words. You must also give the source of those words (where they came from—the website, book, page number, etc. in parentheses in your paragraph). If you don't use quotes and give the source, you are plagiarizing. It is very easy for me to tell the difference between writing that you do by yourself and writing that you copied. **Don’t copy anything!**  
  
If you use any kind of translation service, website, software, or program to do an assignment (other than an electronic dictionary), I will not accept it.  
  
Keep all of your written work after I give it back to you. If I forget to record your score or there is a computer failure, you can show it to me later to prove that you have done it. Keep all your work together and in order, in one folder.

**Important dates:**

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**These are the deadlines:** If you choose to drop the class, you are responsible for doing it online or filling out an add/drop form. Otherwise, you will get an “F” in the class if you do not attend

Last day to drop full-term class and be eligible for a refund ………… Sunday, September 7 

Last day to drop full-term class without a W grade ……………………. Sunday, September 7

Last day to petition to complete class on a pass/no pass basis……..  Friday, September 19

Last day to drop full-term class with a W grade………………………… Thursday, November 13

Ohlone Holidays (NO CLASSES) :  Labor Day: Monday, September 1, 2014

Veteran’s Day, Tuesday, November 11, 2014

Thanksgiving Holiday, Thursday, November 27-30

**Important Student Resources:**

**English Learning Center (ELC)**  (1st floor Newark Center/2nd floor Hyman Hall)

1. Use the computers (for free) to type your assignments (but you must save your work on your own memory device or e-mail it to yourself)
2. Print your papers (15 cents per page after you buy a $5.00 card). (Color printing is more).
3. **Ask questions of the instructors or tutors who work there**, but do not ask them to fix or correct your papers. This is not their job. They will give you advice and guidance on how YOU can improve your paper.
4. Use computer programs, books, and other resources to improve your English.

**Counseling:** Both academic and personal counseling are available at Ohlone, and all students should meet with a counselor to discuss their academic plans and progress at least once per semester. For more information about counseling, go to <http://www.ohlone.edu/org/counseling>.   
  
Note: If you have a documented disability and would like to discuss special arrangements for testing, or other services, please discuss this with me as soon as possible.

**Mental Health and Stress Management:**

The staff and faculty of Ohlone College are here to see you succeed academically and care about your emotional and physical health. You can learn more about the broad range of confidential student services, including counseling and mental health services available on campus by visiting the Student Health Center in building 7 or [http://stepupohlone.org/oncampus-resources/](https://email.ohlone.edu/owa/redir.aspx?C=xiY91Z7MJky6vFdlHoGCKu22Fqgby9AI9ZxtGTwtEd_fpPzLSFn7M8jMGUKLPzycHGXEvVZ6gic.&URL=http%3a%2f%2fstepupohlone.org%2foncampus-resources%2f). The Crisis Support Services of Alameda County offers a 24-Hour Crisis Line: 1-800-309-2131.